

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>[Signature]</i>	11-20-78
State Auditor/Designee	State Records Committee (Signature)	Date	
<i>[Signature]</i>	<i>[Signature]</i>	12-5-78	
Secretary of State/Designee		12-4-78	
Attorney General/Designee		12-5-78	

These instructions apply to all prior and future accumulations of the series.

Office COM Copy - Cut off files end of each fiscal year; hold in current files area 50 years; then destroy.
 Security COM Copy - Transfer immediately after creation to Records Center; hold 50 years; then destroy.
 Bound Computer Printout File - Cut off immediately; hold in current files area until verification of COM file; then destroy.
 (One-time disposition)

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:
- ☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area, hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify) _____
- ☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below _____ then,

Attach copy or excerpt of laws or regulations. Explain administrative need. This series is needed to provide accountability for each members interest earnings.

11. Retention Requirements The following requires the series to be kept:

a. State Law	0 years.	d. Audit period	0 years.
b. Statute of limitation	0 years.	e. Administrative need	50 years.
c. Federal law	0 years.	f. Federal retention instructions	0 years.

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Will have one central COM file in office, plus Archives security copy.
	X	i. Is this series (or a major portion of it) regularly microfilmed? Will be COM
	X	j. Does the record series result in a computer printout? From 1971 to 1978 file is bound computer printout.